



FOREIGN ADOPTIONS
(Hard-Card FD258)

California Penal Code Section 11105(c)(12) allows the Department of Justice (DOJ) to furnish state summary criminal history information to a foreign government, if requested by an individual who is the subject of the record requested or if needed in conjunction with the individual's application to adopt a minor child who is a citizen of that foreign nation. We do not process applications for children under the age of 14.

The following items are necessary to insure the processing of your request. Failure to follow these procedures may result in a delay or the rejection of your application.

Please submit the following:

1. A COMPLETED FD 258 TEN-PRINT FINGERPRINT CARD

Be sure the card is completed with your full name, date and place of birth, physical description (sex, weight, eyes, hair), drivers license number, social security number, and **return mailing address**.

If you are requesting a copy be sent to the Foreign Government Embassy in conjunction with an application to adopt a minor child who is a citizen of that foreign nation, you need to clearly mark the name, address, city and country of the Foreign Government Embassy where a copy of the response needs to be mailed to on the fingerprint card.

Fingerprinting is usually available from your local police or sheriff's department, or from private vendors engaged in the fingerprinting business. If you reside in California, and a private vendor is used, they must be certified by the California DOJ, and the fingerprint card must contain the certificate number

2. A MONEY ORDER, CERTIFIED, CASHIER'S CHECK, or PERSONAL CHECK (DRAWN ON A U.S. BANK), MADE PAYABLE TO THE CALIFORNIA DOJ.

The fee for each person for which a background check is requested is \$25. If the money order or certified check is from a non U.S. bank, the funds must be in U.S. dollars.

3. A COPY OF THE LETTER YOU RECEIVED ADVISING YOU THAT A RECORD CLEARANCE WAS NECESSARY

If you do not have such a letter, prepare one yourself clearly stating that a record clearance is needed and the reason why. Be sure to specify if the clearance is needed for foreign adoption purposes.

Mail the above three items to:

DEPARTMENT OF JUSTICE
Record Review Unit
P.O.BOX 903417
Sacramento, CA 94203-4170

The DOJ will only mail a response to the applicant and to the foreign government (Identified by the applicant on the completed FD 258 ten-print fingerprint card). It is the applicant's responsibility to forward the information to their legal counsel or assistance agency.

If you have any further questions regarding the Foreign Adoption process, contact the Record Review Unit at (916) 227-3835.